SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 1 of 2 Http://www.sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Office of Risk Management/Division of Administration/Administration Unit X RENEWAL Records REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Records Series Title Security Archival Number State R Center Total Remarks In Vital In Office Storage Retention ACT= until the end of the FY in which the FMLA period 1 ACT+3FY 0 ACT+3FY C S **FMLA Record** N expires. (originals retained by DOA/HR) 2 Originals retained by DOA/HR 0 Act + 3 FY M S N Personnel Files Act + 3 FY Active = Until the end of the FY in which employee separates from agency Active = Until the end of the FY in which the matter is 3 0 C S N Grievances Files Act + 5 FY Act + 5 FY closed ACT= until the end of the FY in which the description is 4 abolished or is superseded. (originals retained by Position Descriptions (SF3) ACT+3FY 0 ACT+3FY P S N DOA/HR) ACT= until the end of the FY in which the record was 5 Purchase Orders & Requests ACT+3FY 0 ACT+3FY P S N created or received. (originals retained by ORM accounting unit) ACT= until the end of the FY in which the position is 6 M S Applicant Data ACT+ 2 FY 0 ACT+2FY N filed or closed. (originals retained by DOA/HR) ACT= until the end of the month created or received. 7 U Identification Badge files ACT+6 MO 0 ACT+6 MO M S N (originals retained by State Buildings for 3 years) 8 PERM 0 PERM P R N **ORM Organizational Charts** ACT= until the end of the FY in which the record was 9 P N n ACT+ 3FY S Office of Telecommunication Service Orders ACT+3FY created or received. **Agency Abbreviations** Security Status Codes State Records Center Permitted Retention Period Abbreviations Use FMLA= Family Medical Leave Act P - Public Record ACT - Active Period (when used define term in remarks column) Y-Yes M - May Contain Confidential Information ORM = Office of Risk Management FY- Fiscal Year (July 1- June 30) N-No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) **Archival Processing Codes** Vital Record AY - Academic Year (Aug 1 - July 31) **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital R - Retain in Agency Archives MO - Months WK - Week DY - Day(s) I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks)

Agency Approval

5-6-2014

Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 2 of 2 Http://www.sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Office of Risk Management/Division of Administration/Administration Unit X RENEWAL Records REPLACEMENT PAGE Item Retention Period ADDENDUM PAGE Records Series Title Archival Number Security State Re Center Total Remarks In Vital In Office Storage Retention 10 Active = until the end of the FY in which the vehicle is P S N Vehicle History Files ACT + 3 FY 0 ACT + 3 FY surplused or disposed of. 11 M S N V Time and Attendance Records ACT + 5 FY 10 ACT + 5 FY ACT = until end of the FY year created 12 ACT= until the end of the FY created or received ACT+3FY 0 ACT+3FY P S N U Training History Files (CPTP) (originals retained by DOA/HR) 13 ACT= until the end of the FY in which the record is 0 P S N Property/Inventory Records Act + 4 FY Act + 4 FY created or received. (originals retained by LPAA) Security Status Codes State Records Center Agency Abbreviations Permitted Retention Period Abbreviations Use P - Public Record ACT - Active Period (when used define term in remarks column) Y-Yes M - May Contain Confidential Information ORM FY- Fiscal Year (July 1- June 30) N-No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital R - Retain in Agency Archives MO - Months WK - Week DY - Day(s) I = Important S - Review by State Archives PERM - Permanent U= Useful O - Other (Specify in Remarks) J. Willi

5-6-2014

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Secretary of State, State Archives & Records Services

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 1 of 1 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION State Records Center Office of Risk Management/Division of Administration/Claims Unit X_RENEWAL REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Number Archival Security Total Remarks In Vital In Office Storage Retention 1 Act + 5 FY M S V Claim Files Act + 5 FY N Active until end of the FY in which the claim is closed. ACT + 10 2 ACT= until the end of the FY in which the claim is M S N **Disaster Claims** ACT+ 10 FY FY closed. Subject to Federal Audit **Security Status Codes** State Records Center **Permitted Retention Period Abbreviations** Agency Abbreviations Use P - Public Record ACT - Active Period (when used define term in remarks column) Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N-No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) **Archival Processing Codes** Vital Record AY - Academic Year (Aug 1 - July 31) Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives 1 = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks)

5-6-2014

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Secretary of State, State Archives & Records Services

SS ARC 932 (07/07)

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Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov										Page 1 of 1		
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1	STARS Audit Documents	ACT+ 3FY	0	ACT+ 3FY		Р	s	N	υ	ACT= until the end of the FY in which the record was created or received.		
2	Audit Results By Fiscal Year	ACT+ 3FY	0	ACT+ 3FY		Р	S	N	U	ACT= until the end of the FY in which the record was created or received.		
3	Audit Review Requested By Agency	ACT+ 3FY	0	ACT+ 3FY		Р	s	N	U	ACT= until the end of the FY in which the record was created or received.		
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Secretary of State, State Archives & Records Services

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SS ARC 932 (01/12)

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11	Cancelled Checks	ACT+ 20 FY	0	ACT+ 20FY	Р	s	N	٧	ACT= until the end of the FY in which the record is created or received.
12	Financial Reports	ACT+ 10FY	0	ACT+ 10FY	Р	s	N	٧	ACT= until the end of the FY in which the record is created or received.
13	1099's	ACT+ 5FY	0	ACT+ 5FY	Р	s	N	V	ACT= until the end of the FY in which the record is created or received.
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Agency Approval

5-6-2014

Date Signed

Secretary of State, State Archives & Records Services

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SS ARC 932 (01/12)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 1 of 2 Http://www.sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Division of Administration/ Risk Management / Accounting Unit X RENEWAL State Records Center REPLACEMENT PAGE Item Retention Period ADDENDUM PAGE **Records Series Title** Archival Security Number Total Remarks Vital In In Office Storage Retention 1 S Y ACT= until the end of the FY created or received. M U Manual Check Requests ACT+ 1FY 3FY ACT+ 4FY Active = Until the end of the FY in which the matter is 2 V ACT + 3FY 0 Act +3 FY P S N Recoveries closed. Active = Until the end of the FY in which the project is 3 closed out. Hurricane Recoveries ACT + 3FY 0 ACT + 3FY P S N V Subject to Federal audit 4 P ACT + 3FY 0 ACT + 3FY S N Act = until end of FY created or received. Payables 5 Voided Check Summaries (Reconciliation ACT= until the end of the FY in which the record is ACT+ 3FY P S N ACT+ 3FY 0 created or received. Reports) ACT= until the end of the FY in which the record is 6 P S Correction Documents (J forms) ACT+ 3FY 0 ACT+ 3FY N created or received. 7 P S U 0 ACT + 3FY N Act = until end of FY created Contract Payment Reports (STARS Reports) ACT + 3FY 8 ACT= until the end of the FY in which the record is C S Y ACT+ 1FY 2FY ACT+ 3FY Travel Documents created or received. ACT= until the end of the FY in which the record is 9 C ACT+ 6FY S ACT+ 3FY 3FY Bank Reconciliations created or received. 10 V ACT + 20FY P S **Budget Requests** ACT + 20 FY Active = Until end of the FY in which matter is closed **Security Status Codes** State Records Center Agency Abbreviations **Permitted Retention Period Abbreviations** Use P - Public Record ACT - Active Period (when used define term in remarks column) Y-Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N-No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) Vital Record AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives 1 = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks)

Agency Approval

5-6-2014

Date Signed

Secretary of State, State Archives & Records Services

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SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 1 of 1 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Division of Administration/ Office of Risk Management / Auditing & Statistics Unit X_RENEWAL State Records Center __REPLACEMENT PAGE Item Retention Period Archival ADDENDUM PAGE Records Series Title Security Number Total Remarks Vital In In Office Storage Retention 1 ACT= until the end of the FY in which the record is ACT+ 10 FY ACT+ 10 FY C S N V **CORA Premium Development Files** 0 created or received. (Note: Series is a composition of items #'s 2-4 of previous RRS) 2 ACT= until the end of the FY in which the record is V Risk Exposure Files ACT+ 10 FY 0 ACT+ 10 FY P S N created or received. (Note: Series is a composition of items #1 and #6 of previous RRS) Security Status Codes State Records Center **Agency Abbreviations Permitted Retention Period Abbreviations** Use P - Public Record CORA - Cost of Risk Allocation ACT - Active Period (when used define term in remarks column) Y-Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives 1 = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks)

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Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (07/07)

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804	Division of Administration/ Office of Risk ma	nagement/Informa	ation Techno	ology Unit					<u>X</u> RENEWAL
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1	Daily Check Process	ACT+ 6 Mo	4.5 FY	ACT+ 5 FY	, P	s	N	٧	ACT= until the end FY created or received.
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5-6-2014 (auc Wartin, CRM 11/13/14 amended Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (07/07)

Agency No	Agency / Division / Section								Indicate Use of Form _X_ORIGINAL SUBMISSION
003.007	Department of Administration/ Office of Risk N	lanagement/ Und	derwriting			8			RENEWALREPLACEMENT PAGE
Item	Records Series Title	Retention Period				Te y	Reco		ADDENDUM PAGE
Number		In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Account Design	Perm		Perm	P	R	N	٧	T (P 1 / 10 / 10 / 10 / 10 / 10 / 10 / 10 /
2	Bid Invitations and Correspondence	ACT+ 10 FY		ACT+ 10 F	Y P	s	N	I	ACT= until the end of the FY in which the record wa created or received.
3	Builders Risk Premiums, Reports and Files	ACT+ 5 FY		ACT+ 5 FY	Р	s	N	1	ACT= until the end of the FY in which the record was created or received.
4	Exposure Files (Aviation, Marine and Property)	ACT+ 5 FY		ACT+ 5 FY	Р	s	N	ı	ACT= until the end of the FY in which the record was created or received.
5	General Correspondence	ACT+ 5 FY	A	ACT+ 5 FY	Р	s	N	1	ACT= until the end of the FY in which the record was created or received.
6	Certificates of Insurance	Perm		Perm	P	R	N	V	
7	ORM Invoices	ACT+5 FY		ACT+ 5 FY	P	s	N	1	ACT= until the end of the FY in which the record was created or received.
8	Policy and Correspondence Files	Perm		Perm	Р	s	N	٧	
9	Professional Correspondence	ACT + 1FY		ACT+1FY	Р	S	N	٧	ACT= Until the end of the FY in which document no longer applies, as determined by Underwriting personnel
10	Key Contacts	ACT + 1 Fly		ACT + 1 EY	Р	s	N	1	ACT= Until the end of the Fy in which document no longer applies, as determined by Underwriting personnet.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status P - Public Recol M - May Contain C - Confidential	State Re Use Y - Yes N - No	cords	Center		Agency Abbreviations		
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11-13-14 Date Signed

Cluve Martin, CRM 12/15/14 as Secretary of State, State Archives & Records Services Date Approved emended

SS ARC 932 (07/07)

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item umber	Records Series Title	Retention Period				-	ecord		REPLACEMENT PAGEADDENDUM PAGE
		In Office	In Storage	Total Retention	Security	Archival	State Records	Vital	Remarks
1 Att	attorney/Adjuster/Expert Contracts	ACT+3FY	2 FY	ACT+ 5 FY	Р	s	Υ	V	Active = until end of FY in which contract expires or terminates.
2 Ou	Outside Agency Contract Approvals	ACT+ 1 FY	2 FY	ACT+ 3 FY	Р	s	Υ	ı	ACT= until end of FY in which contract expires or terminates.
3 "1	1524" Payment Forms	ACT+ 3 FY	2 FY	ACT+ 5 FY	Р	s	Υ	1	ACT = until end of FY in which created or received.
4 Re	Requests for Proposals	ACT+ 3 FY	2 FY	ACT+ 5 FY	M	s	Y	1	ACT = until end of FY in which created or received.
5 Att	Attorney Files	ACT+ 1 FY	4 FY	ACT+ 5 FY	М	s	Υ	υ	ACT = until end of FY in which services end.
6 Ad	djuster Files	ACT+ 1 FY	4 FY	ACT+ 5 FY	Р	s	Υ	U	ACT = until end of FY in which serviced end.
7 Ex	Expert Files	ACT+ 1 FY	4 FY	ACT+ 5FY	Р	s	Y	U	ACT = until end of FY in which services end.
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Agency Approval

11-13-14

Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (07/07)

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003.007	Division of Administration/ Office of Risk Ma	nagement/ Medic	al Review Pa	inel					X_RENEWAL	
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1	Medical Review Panel Files	ACT+5 FY	5 FY	ACT + 10 FY	С	s	Y	٧	ACT= until end of FY in which Panel decision is rendered.	

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Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P Public Record M May Contain Confidential Information C Confidential Information Archival Processing Codes A Transfer to State Archives R Retain in Agency Archives S Review by State Archives				cords	Center		Agency Abbreviations	
						cord ation	Code			
EVIA - Leu	ialicit	O - Other (Spec		;)	U= Usef	ul				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

12/15/14